

Housing Development Officer Senior, Single Family

\$ 21.40-\$ 31.58 hourly, \$ 44,683-\$ 65,939 annually

Date Posted:	08/28/2008
Closing Date:	When filled
Hiring Agency:	Housing Finance Agency
Location:	St. Paul
Who May Apply:	Open to all qualified job seekers
Posting Number:	08HFA000021
Employment Conditions:	Permanent, Full-time
Work Shift:	Day Shift
Days of Work:	Monday-Friday , 08:00 AM-04:30 PM
Travel Required:	yes
Job Grouping:	Finance Regulatory Economic Development
Classified Status:	Classified
Job Description:	<ul style="list-style-type: none">➤ This is professional advanced level work for Minnesota Housing in the delivery of government sponsored housing to low and moderate income individuals and families throughout the state.➤ Responsible for implementing the agency policies and procedures, which include, but are not limited to, the following programs: the Agency's first-time homebuyer programs, the Minnesota Mortgage Program, The Community Activity Set Aside Program, The Homeownership Assistance Fund, the Foreclosure Prevention Assistance Program➤ Provide technical assistance to lenders and other community partners through orientation sessions, training sessions and other technical support regarding program eligibility guidelines as well as processes for loan commitment and purchase.➤ Program processes and documents are developed and maintained in order to meet Agency goals and priorities.➤ Assist with the audit/QC focus on the Business Foundation Team.➤ Assist with the sales/new business goals of the Business Policy and Development Team.➤ Serve as a member of the Division Help Desk.➤ Some travel within the Minneapolis-St. Paul metropolitan area as well as throughout Greater Minnesota.

Minimum Qualifications:	<p>KNOWLEDGES, SKILLS AND ABILITIES REQUIRED</p> <p>Undergraduate (Bachelor's) degree required, with a preference for business, management, or a related field.</p> <p>Underwriting and/or program management experience in affordable housing/lending programs.</p> <p>Requires a comprehensive background in mortgage lending, including insurers/guarantors and underlying loan products.</p> <p>Thorough knowledge of mortgage industry products and criteria, including Fannie Mae, Freddie Mac, FHA, VA, RD and private mortgage insurance.</p> <p>Requires program management skills.</p> <p>Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.</p>
Selection Process:	<p>The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.</p> <p>If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.</p>
How to Apply:	<p>You are strongly encouraged to submit your resume through the online Resume Builder at https://statejobs.doer.state.mn.us/ResumeBuilder. You may copy and paste your existing resume in or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with future job openings that meet your interests.</p> <p>If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Department of Employee Relations (DOER), 200 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and DOER web sites, at any state agency HR office, or by calling 651-259-3637 or, in greater Minnesota, 1-800-657-3974.</p>
Contact for More Information:	<p>Tal Anderson, 651-296-2198 / tal.anderson@state.mn.us</p>